

Vacancy Announcement

YMCA of Greater Kalamazoo

POSITION: Child Care Administrative Assistant (Part-Time)

LOCATION: Maple Branch
1001 W. Maple Street
Kalamazoo, MI 49008

WAGE: Starting Pay Rate \$

POSITION OVERVIEW:

Responsible for all child care accounting processes. Register families for all child care programs, collect all required paperwork, establish payment plans within the YMCA guidelines and ensure that payments are up to date on each account.

POSITION FUNCTIONS:

1. Update, reconcile and collect childcare payments when due.
2. Communicate with parents on child care payments due, as determined by the Child Care department.
3. Bill and receipt all DHS payments. Ensure that families are making their respective co-pays.
4. Communicate effectively with the School-Age Childcare Director and/or Preschool Director regarding billing, payments, updates, late payments, and/or any concerns regarding billing or registration.
5. Respond to inquiries regarding Child Care programs, billing, or other Child Care matters via phone and/or email.
6. Track all special situation billing details and ensure prompt collection.
7. Maintain communication with Program Directors on new registrations, cancellations, and delinquent accounts.
8. Create and assist with the delivery of marketing materials to various sites.
9. As required by Michigan law, report any suspected incident of child abuse to the Childcare Director.

QUALIFICATIONS:

1. High school diploma, GED or equivalent skills
2. One to two years related experience preferred.
3. Keyboard and computer experience

SEND RESUMES TO:

Bobby Ludwick at bjludw@kzooyymca.org or drop off at the Maple Branch to her attention.